

Chapter 5

Records and Reports



In this unit the RCCI will learn about records required, the easy way to keep those records, and how to recognize and complete practice forms.

RCCIs can receive reimbursement for breakfast and lunch—not snacks and dinner—that meet program requirements and are served to an eligible resident. To get this reimbursement, the number of meals actually served by category—free, reduced-price, and paid—must be counted, recorded, and claimed. Some RCCIs, such as juvenile detention centers, will have all children in the free category. Others may have day students from whom an application for free and reduced meals must be on file in order to claim these benefits.

Filing for reimbursement is much easier if good records are kept. It is important to post records promptly.

Keeping

up-to-date assures that accurate records are available when reports are due and when it is time to prepare for audits.

Records account to federal and state agencies for funds that keep the program in operation. Four kinds of records are needed, in addition to the records discussed in the Program Requirements and Regulations unit. (See Chapter 6.) All four check some aspect of program accountability.

- 1) Individual determination form - determines eligibility
- 2) Production record - checks nutrition accountability of the meal
- 3) Meal count - documents the number of residents who actually took the meal and provides a count by category
- 4) Reimbursement claims

- checks financial accountability

All of the last three records must show the same meal count.

Other Records:

- 1) Standardized recipes must be used and on file.
- 2) A cycle menu must be available and followed.
- 3) Nutrient Analysis information on processed foods must be on file.
- 4) If using NuMenus or Assisted NuMenus, a copy of the Nutrient Analysis of the menu must be on file.

The Production Record

If you are using NuMenus, your computer program may be able to generate production records for you. The

production record must include space for the following required information:

- ☐ The menu
- ☐ Food items and ingredients needed for each item = total quantity to prepare
- ☐ Quantity served (size of servings¹ multiplied by number of servings)

A production record that has space for the following additional information is handy and may also be included on the form.

- ✦ A check list of foods in inventory
- ✦ Shopping list for foods to be purchased
- ✦ Helpful information that will be useful for future planning. For example, the *Better Nutrition and Health for Children Act of 1994* allows an RCCI to offer only one kind of milk if the facility can document that the children chose only that type of milk. The production record is the place to maintain this information. The

law reads “shall offer students a variety of

¹ Base serving size on the older children in the residence. It is not practical for a small RCCI to plan a different size serving for each age group.

fluid milk consistent with prior year preferences unless the prior year preference for any such variety of fluid milk is less than 1 percent of the total milk consumed at the school.”

The Production Record can simplify shopping and serving, as well as providing accountability. Keeping good records takes time but saves a lot of time in the long run.

This unit includes:

- 1) Sample Individual Determination Form (page 5-13) *
- 2) Menu/Market Order Form (page 5-8)
- 3) Production Record Form (pages 5-9 to 5-12)

* This form is not uniformly required by all states, but documentation of dates of enrollment and source of placement will be necessary.

Using the Food Buying Guide

The USDA Food Buying Guide is the standard the USDA uses to monitor quantities served.

The Guide was developed as a help in figuring how much food to order and prepare for the required portion size to meet meal pattern requirements.

All foods are changed during food production, so the USDA developed average yield information for more than 600 food items. Yield information has taken into account the changes in food caused by storage, preparation, and cooking. The yield information tells how much to purchase and prepare for a certain portion size. To use the Food Buying Guide, follow these steps:

1. For each food item on the planned menu, decide on the portion size for the population served, based on the lunch or breakfast meal pattern requirement or Nutrient Analysis.
2. Add up the total number of servings for the meal.
3. Use the Food Buying Guide to figure out how much of each food item to buy and prepare.

Using the Yield Tables

Page 12 of the Food Buying Guide explains how to use each column of the yield data tables. Practice locating food items: Locate “Ground Beef” - Page 26

1. Food as purchased	2. Purchase unit	3. Servings per purchase unit	4. Serving size or portion and contribution to the meal requirement	5. Purchase units for 100 servings	6. Additional yield information
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GROUND BEEF Market style* (no more than 24 percent fat)	Pound	11.2	1 oz. cooked lean meat	9.0	1 lb AP = 0.70 lb cooked meat
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Locate “Oranges, Fresh” - Page 90

ORANGES Fresh Size 113	Pound	2.8	1 orange (about 5/8 cup fruit and juice)	35.5	
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Practice determining the quantities of food needed from the USDA Food Buying Guide. This is the formula:

$$\begin{array}{ccccccc} \text{Purchase units for} & & \text{\# of servings needed} & & \text{servings size needed} & & \\ 100 \text{ servings} & \times & \frac{\quad}{\quad} & \times & \frac{\quad}{\text{serving size listed}} & = & \text{quantity} \\ \text{needed} & & & & & & \\ \text{(Guide, Column 5)} & & \text{\# of servings listed} & & \text{(Guide, Column 4)} & & \end{array}$$

Step A ↑

Step B ↑

Step C ↑

Step D ↑

Use your calculator:

1. Always put the decimal point in the calculator.
2. Round to the third number after the decimal point.
3. If the calculator does not have tape, record answers at each step.
4. Enter numbers in calculator in this order:
- to multiply, enter numbers from left to right.
- to divide, enter top number first, press the divide sign, and enter the bottom number.
5. Round numbers up to the nearest practical measure after finishing the calculation.

Use the formula to find the amount of ground beef to buy for eight servings. Locate ground beef, market style (page 26 of Food Buying Guide).

GROUND BEEF Market style* (no more than 24 percent fat)	Pound	11.2	1 oz. cooked lean meat	9.0	1 lb AP = 0.70 lb cooked meat
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Enter the numbers for calculating the formula:

Step A: 9 pounds

Step B: $8 \div 100 = .08$

Step C: $2 \div 1 = 2$

Step D: $9 \times .08 \times 2 = 1.44$ pounds, rounded to 1 ½ pounds to serve 8

Use the same formula to find the amount of canned peaches to buy for 12 servings (page 93):
Enter the numbers for calculating amount to buy:

Step A: 7.7 cans

Step B: $12 \div 100 = .12$

Step C: $.5 \div .25 = 2$

Step D: $7.7 \times .12 \times 2 = 1.85$ cans, rounded to two cans to serve 12

PEACHES Slices Cling or Freestone	No. 2½ can (29 oz)	13	¼ cup fruit and juice	7.7	
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Use the formula to find the amount, in ounces, of peanut butter to buy for 12 servings (page 39a):

Step A: 3.5 jars

Step B: $12 \div 100 = .12$

Step C: $2 \div 2 = 1$

Step D: $3.5 \times .12 \times 1 = .42$ jars, rounded to ½ jar to serve 12

To calculate ounces: 32 oz jar \times .43 jars = 13.44 oz, rounded to 14 ounces to serve 12

PEANUT BUTTER	32 oz jar	28.9	2 tablespoons peanut butter	3.5	2 Tbsp = about 1.1 oz peanut butter
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MEAL COUNTING AND CLAIMING SYSTEMS

In order to obtain federal reimbursement for meals served, trained adults must accurately count, record, and claim the number of meals actually served to eligible participants. All food service personnel must be adequately trained on taking meal counts before starting a meal or milk program. The essential components of a good counting and claiming system are the point of service meal count and the recording and reporting procedures.

Point of Service

The point of service is where it can be determined that a reimbursable free, reduced price, or paid meal has been served to an eligible child. The location of the point of service differs depending on the system in place. However, the key element, whether it be cafeteria, restaurant, or family style meal service, is that meal counts are

taken at the time meals are served.

Attendance, enrollment, or pre-service counts may not be used for claiming purposes since they do not reflect the number of eligible participants actually served. Claiming attendance figures is a common error found in RCCIs, particularly in detention centers where children do not have the option of leaving the facility. Nonetheless, it is critical that lunches be counted at the point of service because there can be situations where a child may be in attendance but not be served a reimbursable meal on a particular day.

Any system in place must provide a point of service meal count:

- of reimbursable meals served
- by type (free, reduced price, and paid)
- each day
- without overtly identifying students' eligibility categories, if you

have day students in attendance.

There are different ways to count meals served by category, but the most common tool used in RCCIs is the check-off list. (See Appendix G.)

Check-Off List

Check-off lists indicate the names of all eligible students and are used at the point of service to record the number of reimbursable meals served. As each child is served a meal, his/her name is checked off on the list. If there are day students attending, applications must be taken and those students counted and claimed in their own categories. At the end of the service, check marks are added up to derive the daily meal count.

Check-off lists must be kept up to date. The names of children who have withdrawn from the institution should be marked off, and the date of withdrawal should be noted. Newly enrolled students must be added

and the date noted.

Every time breakfast or lunch is served to a resident, mark it down on the meal count form (see Appendix G) if that meal qualifies for

reimbursement.¹ It is not enough simply to count meals served; the count must consider whether each meal served qualifies for reimbursement. Counting and recording reimbursable meals at the time they are served is the only way to achieve accuracy.

The meal count system must provide an accurate, point-of-service, daily count showing reimbursable breakfast and lunch meals served (not more than one of each per eligible student per day).

Reimbursement Voucher

At the end of each month, count the number of meals recorded by category. Only meals served to children are claimed. Adults are counted for production purposes, but not claimed.

¹ What qualifies a meal for reimbursement is explained in the unit on meal patterns and food items (see page 9-1 and following).

Reimbursement rates are different for breakfast and lunch. To get reimbursed the correct

amount requires accurate counting, recording, and totaling the number of meals served.

The student attendance factor on this form is there to account for any difference between the enrollment or census in the residence and the meal participation. In most cases, the attendance factor for an RCCI is 100 percent, since residents live on the premises.

An RCCI which has been on the Child Nutrition Program for at least two years will probably qualify for the **severe need** breakfast rate and the **especially needy** lunch rate.

In order to receive the **severe need** breakfast rate for a site, that site must have served 40% of its lunches in the second preceding year to needy students and be able to demonstrate that the cost for preparing the breakfast exceeds the regular breakfast reimbursement rate. Consult your State Agency for its rules about submitting breakfast tray cost sheets. The reimbursement will vary with the breakfast tray cost, up to a maximum

rate.

The **especially needy** rate is usually automatic, is by program rather than site, and depends upon having served 60% of lunches in the second preceding year to needy students.

Edit Checks

Each month do an edit check before sending in the reimbursement form. Check to make sure the figures tally.

1. Determine the number of residents eligible each day during that month.
2. Compare each day's reimbursement claim count to the number of residents eligible to receive breakfast and lunch. Note also that only one meal per child per meal service can be counted.
3. Resolve any discrepancies. Note reasons for any discrepancies in the comments section.
4. Edit checks are included on the roster form for children and adults. (See Appendix G, Page 2.)

Menu/Market Order

Cycle _____ Week ____ Day _____

Number of servings _____

Menu	Serving size	Recipes/suggestions/comments
Market Order		
Item	Quantit	
		Production Schedule

BREAKFAST FOOD BASED - FOOD PRODUCTION RECORD (RCCI)

RCCI _____ Cycle Week: _____ Date: _____ Day: _____ Weather/Other Factors: _____

Meal Component	Food Used or Recipe File Number	Total Prepared Number Svd, lbs, cans, etc	Serving Size		Number Portions Planned		Total Leftovers	Comments: Substitutions, Leftovers & Tray Waste, etc.
			K-12	7-12 (optional)	K-12	7-12 (optional)		
Meat/ Alter								
Veg/Fruits								
Grains/Bread								
Other								
Milk Variety								

Number Served by Grade

MANAGER'S SIGNATURE _____

K-12 _____
 7-12-(Optional) _____
 Adult _____ Total: _____

LUNCH FOOD BASED - FOOD PRODUCTION RECORD (RCCI)

RCCI _____ Cycle Week: _____ Date: _____ Day: _____ Weather/Other Factors: _____

Meal Component	Food Used or Recipe File Number	Total Prepared Number Svd, lbs, cans, etc	Serving Size		Number Portions Planned		Total Leftovers	Comments: Substitutions, Leftovers & Tray Waste, etc.
			*K-6	7-12	*K-6	7-12		
Meat/ Alter								
Veg/Fruits								
Grains/Breads								
Other								
Milk Variety								

Number Served by Grade

MANAGER'S SIGNATURE _____

*K-3 Serving Size is Optional

K-6 _____
 7-12 _____
 Adult _____ Total: _____

BREAKFAST NuMENUS - FOOD PRODUCTION RECORD (RCCI)

RCCI _____ Cycle Week: _____ Date: _____ Day: _____ Weather/Other Factors: _____

Menu Item	Recipe File Number or Total Product Used	Serving Size		Number Portions Planned		Total Leftovers	Comments; Substitutions, Leftovers, Tray Waste, etc.
		K-12	7-12 (optional)	K-12	7-12 (optional)		
Side Dishes							
Milk Variety							
Condiments/ Sauce							

Number Served by Grade

K-12 _____

7-12 (Optional) _____

Adult _____ Total _____

MANAGER'S SIGNATURE _____

LUNCH NUMENUS - FOOD PRODUCTION RECORD (RCCI)

RCCI _____ Cycle Week: _____ Date: _____ Day: _____ Weather/Other Factors: _____

Menu Item	Recipe File # or Total Product Used	Serving Size		# Portions Planned		Total Leftovers	Comments: Substitutions, Leftovers & Tray Waste, etc.
		*K-6	7-12	*K-6	7-12		
Entree							
Side Dishes							
Milk Variety							
Cond./Sauce							

MANAGER'S SIGNATURE

Number Served by Grade

K-6 _____

7-12 _____

Adult _____ Total: _____

*K-3 Serving Size is Optional

SAMPLE INDIVIDUAL DETERMINATION FORM

Household of One
(Not Required by All States)

Name of client: _____

Birth date: ____ / ____ , 19 ____;
- day

Age: ____
month

Date admitted: ____ / ____ , 19 ____
month day

Date of exit: ____ / ____ , 19 ____
month day

This client receives an income of \$ _____ per month for personal disbursement.

(Amount)

This is received from:

_____ Social Security

_____ Spending allowance from parent or guardian

_____ Earned

_____ Other - Explain

Therefore, under current Federal Regulations this client is eligible for:

Free meals _____ Reduced price meals _____ Paid claim _____

The above information is true and correct to the best of my knowledge.

Signature: _____

Title: _____ Date: ____ / ____ / ____
month day year

Date Determination Made: _____

PLEASE NOTE: In lieu of this form, your program's admittance form or other financial disclosure form may be used if all required information is included. The actual form used should be submitted with the other materials to the State Agency.